

Attachment D

512.99 Control of Land Administrative Review Letter Template

[Date]

[Name and address of participant]

Dear [participant name]:

According to our records, you certified you had control of the land for the life of the subject contract on your [insert contract year] [insert program name (program abbreviation)] at the time of your application. This self-certification made you eligible for the program.

Your certification has been randomly selected for review. In order to verify your eligibility, we ask you provide documentation to confirm you had control of the land at the time you submitted your program application and that you still have this control.

The word “control” means possession of the land by ownership, written lease, or other legal agreement. When available, Farm Service Agency records may be used to verify ownership. If you are a tenant, you must provide NRCS with written evidence or assurance of control from the landowner. When a land unit in the contract has multiple owners, only one is required to sign control of land documents. However, when a contract contains multiple land units, each with a different owner, signed control of land documents must be provided for all land units. Where the specific program regulation allows, the State Conservationist may waive this requirement for Tribal land and other unique cases where a written lease is not customarily used.

Please provide the requested information within 30 calendar days of the date of this letter, but no later than [insert date due]. If you do not provide the requested information, or if the information you provide fails to support program eligibility, I will notify the State Conservationist of a potential contract violation, which may result in your contract being terminated.

Thank you for your assistance in this matter. If you have any questions, please let me know.

Respectfully,

[Enter DC name]

District Conservationist